

DEPARTMENT OF,  
HEALTH EDUCATION, AND WELFARE  
Public Health Service  
Division of Indian Health  
Silver Spring, Maryland

DIVISION OF INDIAN HEALTH CIRCULAR NO. 65-5,

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ROUTING OF COMMISSIONED OFFICER EFFICIENCY REPORTS

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1. Purpose
2. Policy
- Assignments
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5. Special Reports

1. Purpose To establish procedures and assignment of responsibilities for the routing of Commissioned Officer Efficiency Reports.
2. POLICY, To improve the routing of Commissioned Officer Efficiency Reports and to ensure -review by like categorical specialty, each Headquarters Category (Program-Branch (or Office) will be responsible for receipt and processing, within Division Headquarters the Commissioned Officer Efficiency Reports -for the personnel of their **category**.
3. ASSIGNMENTS. Following are the specific assignments of responsibility at Headquarters for the designated **categories** of Commissioned Officers:

<u>Responsible Headquarters Office</u>	<u>Area and Service Unit Personnel</u>
Nursing Services Branch	<b>Nurses</b> (exclusive of <b>Nurse</b> Anesthetists)
Dental Branch	Dentists
Pharmacy Branch	Pharmacists
Medical Social Services Branch	Health Services Officers (Medical Social Workers)
Health Education Branch	Health Services Officers ( <b>Health</b> Educators)
Contract Medical Care Officer	Contract Medical Care Officers
Health Records Branch	Health Services Officers (Health Records Librarians)

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Hospital Services Officer	Health Services Officers (Hospital Administrators)
Training Branch	Director of Training Training Officers
Office of Environmental Health	Sanitarians and Engineers (exclusive of Director of Training and Training Officers in these categories)
Office of Program Planning and Evaluation	Program Planning Officers
Professional Assignment and Training Branch	Physicians Nurse Anesthetists Medical Technologists Occupational Therapists Physical Therapists
Nutrition and Dietetics Branch	Nutritionists and Dietitians
Office of the Division Chief	Indian Health Area Directors Deputy Indian Health Area Directors Assistant Indian Health Area Directors Area Executive Officers
<u>Responsible</u> <u>Headquarters Office</u>	<u>Headquarters Personnel</u>
Chief of Office.	Branch Chiefs
Headquarters Branch Chiefs	Assistant Branch Chiefs and other Headquarters branch personnel
Office of the Division Chief	Chief of Offices

## 4. PROCEDURES.

- A. All Commissioned Officer Efficiency Reports (except special confidential promotion reports) prepared and initiated by the Area will be submitted by categorical specialty **to** the Division Chief Attention: Chief Professional Assignment and Training who will in turn distribute the reports to the responsible Branch (or Office) Chief as indicated in Section 3 above.

Reports prepared in Headquarters will be submitted directly to the responsible Branch (or Office) as indicated in Section 3 above.

- B. The Branch (or Office) will log in the Commissioned Officer Efficiency Reports and will be-responsible for the receipt in Headquarters of all required reports for personnel in categorical specialty.
  - c. The Branch (or Office) Chief will note comments on page 4 under "Space for Comments by Additional Officers Reviewing Reports" and will sign or initial his name after his comments.
  - D. The Branch (or Office) will route the Commissioned Officer Efficiency Reports to either the Office Chief or Office of Division Chief as appropriate. If the Report is routed to the Office Chief, he will make his comments under the Branch Chiefs' or sign or initial his name and forward the Commissioned Officers Efficiency Report to the Office of Division Chief.
  - E. The Office of Division Chief will add appropriate comments and sign the Commissioned Officer Efficiency Report.
  - F. Commissioned Officer Efficiency Reports will be returned to the responsible Headquarters Branch (or Office) for preparation of appropriate transmittal memorandum for forwarding to the Chief, Professional Assignment and Training.
  - G. The Chief, Professional Assignment and Training will prepare the necessary covering memoranda and forward the Reports to the Bureau Chief.
5. SPECIAL REPORTS. The above procedure does not affect the special confidential promotion reports which will be submitted directly by the Area (Service Unit) to the Office of Personnel.

  
**Carruth J. Wagner, M. D.**  
**Assistant Surgeon General**  
Chief, Division of Indian Health